



Department of Health and Senior Services
Child Care Training Approval Process
Copying and Editing a Training Application

The following are instructions to copy and edit a declined training application. This may be done to make changes to a previously submitted application that was declined. If you have questions about this process please contact contactus@moworkshopcalendar.org.

Sign in to www.moworkshopcalendar.org
Enter your Username and Password
Go to your Dashboard

- Select “Apply for training approval”
- At the bottom of the first box, click “View all applications”
- Select the correct tab at the top of the table, depending on if the application has previously been approved, declined, or is still a draft.
- Locate the training application to edit. A title search feature is available at the top of the table.
- Click the blue “Copy” link at the far right of the screen on the line of the training application to edit. It may be necessary to scroll over if you do not see the “Copy” link.
- Click “Edit” underneath the first box of application information on the copied application.
- Edit the application by clicking the blue page links at the top of the page or by clicking “Next” at the bottom of each page.
- Click “Update” at the bottom of each edited page before proceeding.
- When all edits are complete, move to the “Complete” page and select “Complete application” to submit the edited application.